

Checklist 4

Guidelines for developing a Practice Supervision Contract ¹⁴⁵

1. Purpose, Goals and Objectives of Supervision:

- Monitor and promote recovery of consumers seen by worker
- Promote development of worker professional identity and competence
- Fulfil requirement for Supervisee certification and accreditation

2. Context and Content of Supervision:

- Frequency and duration
- Presentation style and format
- Variety of methods may be used within an eclectic framework

3. Method of Evaluation:

- Feedback provided each session by supervisor
- A formal evaluation will be conducted every e.g., six months by supervisor/ supervisee
- Supervision notes may be shared with supervisee at i.e. supervisor's discretion; upon request of supervisee
- Records to be limited to i.e. session details; major issues relevant to the supervision of a 'case'; supervisee learning needs

4. Duties and Responsibilities of Supervisor-Supervisee

a. Supervisor:

- Encourage ongoing professional development
- Challenge supervisee to validate approach and techniques used
- Provide alternative approaches for the supervisee
- Intervene where client welfare is at risk
- Ensure ethical guidelines and professional standards are maintained
- Recognise skills limitations and provide additional consultation when necessary (identify limitations during recruitment process, e.g. models and areas of limited expertise)

b. Supervisee:

- Uphold ethical guidelines and professional standards
- Discuss consumer presentations with the aid of i.e. written notes and video/audio
- Be open to self-reflection; change and alternative methods of practice approaches and techniques used
- Consult supervisor or designated contact person in cases of emergency
- Implement and reflect on supervisor directives in subsequent sessions
- Maintain a commitment to professional development

5. Procedural Considerations:

- Supervisee's i.e., written notes, action plans and informal reflections will be reviewed in sessions

- Issues related to the Supervisee's professional development will be discussed

- It is understood that important and seminal issues experienced in practice will be raised and addressed in supervision. Failure to raise such issues in a reasonable time frame will be considered a breach of contract

- The contract is subject to revision at any time upon request by either Supervisor or Supervisee

- The contract will be reviewed each six months on the approval of both the Supervisor and the Supervisee

We agree, to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles, policies and code of conduct of the XXXX organisation.

Supervisor	Supervisee
Date: _____	Date: _____

This contract is in effect from to